

# California GIS Council Charter

August 13, 2003

## ***Section I – Findings and Declarations***

### ***Whereas:***

- A. Geographic Information Systems (GIS) are a critical tool for improving the quality, accuracy and responsiveness of government services provided to Californians.
- B. California's local, state and federal jurisdictions, tribal governments and universities currently invest significant resources in creating and maintaining GIS data and systems that are independent of one another. Significant duplication of effort exists between Federal, State, local and private sectors in the creation and maintenance of California's geographic information.
- C. Leveraging resources and coordinating policy through a collaborative endeavor would increase the cost-effectiveness, accuracy and comprehensiveness of geographic information in California and will have beneficial effect throughout both public and private sectors.

### ***Therefore:***

The California Geographic Information Council, hereinafter "The Council," will enable governments to work together to develop, maintain and share accurate, consistent place-based information that is accessible to all Californians and the agencies and organizations that serve them.

## ***Section II – Goals***

- A. The primary goals of The Council are:
  - 1. **Planning:** To identify California's geographic information needs and priorities and to promote cooperation in meeting these needs.
  - 2. **Collaborative policy development:** To serve as the primary forum for members to seek consensus on policies that promote development and dissemination of a comprehensive GIS infrastructure in California.
  - 3. **Funding:** To leverage existing funding and develop new partnerships and resources to build and maintain California's geographic information infrastructure and the Council.

## ***Section III – Organization & Structure***

### ***A. Membership***

1. The Council membership will include 25 executive-level representatives of the following state, federal, and local government agencies:

- a. Federal Government representation from state-level offices (9 members):

1. Department of the Interior
  - a. Bureau of Land Management
  - b. Bureau of Reclamation
  - c. US Fish and Wildlife Service
  - d. US Geological Survey
2. Department of Agriculture
  - a. US Forest Service
3. Department of Commerce
  - a. Economics and Statistics Administration
    - i. Bureau of the Census
  - b. National Oceanic and Atmospheric Administration
4. Department of Homeland Security
  - a. Emergency Preparedness and Response Directorate
    - i. Federal Emergency Management Agency

- b. State Agencies (8 members):

1. Business, Transportation and Housing Agency
2. California Health and Human Services Agency
3. California Environmental Protection Agency
4. California Resources Agency
5. California Chief Information Officer
6. Governor's Office of Emergency Services
7. Governor's Office of Planning and Research
8. Military Advisor to the Governor

- c. Local and Regional Government (11 members):

The Council will ask the following local government associations to nominate representatives to broadly represent California's geographic diversity and differing levels of GIS resources:

- 1) California Council of Governments (2 representatives--rural and urban)
- 2) County, city and tribal governments, resource conservation and other special districts, private and public utilities, local colleges and universities and whatever private sector organizations the local government agencies deem appropriate will be invited to form regional GIS councils. There will be nine (9) seats made available for representatives from Regional GIS Councils (RGCs) to sit on The Council. If the number of Regional GIS Councils exceeds the number of seats available to them, then the RGCs will form and meet as a subcommittee to select the RGCs that will represent them for these seats on a regular rotating basis (period to be determined by the RGCs). Upon invitation by the RGCs, state and federal government agencies with regional or district offices shall participate on their local RGC.
  - a) Regional GIS Councils shall be self forming and composed of representatives from county, city and tribal governments, resource conservation and other special districts, private and public utilities, local colleges and universities and whatever private sector organizations the RGCs deem appropriate.
  - b) RGC members are free to form partnerships and alliances with parties in other RGCs as they deem appropriate and desirable.
  - c) If gaps occur in statewide coverage by RGCs, The Council will temporarily assign unaffiliated counties to an established RGC until such a time as these counties decide which RGC to join.
  - d) As a general rule, RGCs would be made up of two or more counties.
  - e) A single county or any other region may petition the Council for consideration as an RGC based on unique, compelling or exceptional circumstances or considerations.
2. Each agency and organization will be asked to nominate one representative to be a member of The Council, unless otherwise stipulated.
3. The Council's members must be executive-level representatives who are authorized to make commitments on behalf of the agencies or organizations they represent. Council members may designate an alternate who is authorized to make executive-level commitments. If a Council member's role within the agency or organization changes during his or her membership term, the nominating agency or organization will designate a new representative.

4. The Steering Committee will have the authority to increase, and The Council will have authority to decrease, the size of The Council's membership.
5. To facilitate inclusive representation over time, Council members representing local government will serve for a two-year term. In its first two years, one-third of the terms may be extended at the discretion of The Steering Committee to ensure that there is continuity in Council activities.

***B. Council Leadership***

1. The Council will elect a Chair and two Vice-Chairs one each from the constituencies not represented by the Chair (e.g., if the Chair is from the Federal constituency then the Vice Chairs would be from the State and Regional constituencies) for a two-year term. The Chair will be responsible for presiding over Council and representing the Council in public meetings. The Co-Vice-Chairs will alternate responsibility for fulfilling the Chair's duties, when the Chair is unavailable.
2. The Executive Officers (e.g., the Chair and the two Vice-Chairs) will form a Steering Committee to manage the affairs of the Council and develop agendas for Council meetings.
3. The Steering Committee, or The Council, will establish Council sub-committees and working groups as necessary to accomplish the purposes of The Council and will appoint chairs for each sub-committee and working group. The Steering Committee will have the authority to fill vacancies in, increase or decrease the membership of such committees and working groups.
4. The Steering Committee shall meet as often as it deems necessary, but at least once annually. The Chair may call special meetings of the Steering Committee or of The Council.

***C. Committees and Regional Councils***

1. The Technical Sub-Committee comprised of the state agency GIS directors and their local and federal peers, will review sub-committee reports and provide recommendations to the Council on technical and operational issues of statewide GIS coordination and integration.
2. Regional GIS Councils will review The Council's reports, provide recommendations on policy alignment with local and regional GIS needs and be a focal point for partnerships to build California's geographic information infrastructure. The Council will determine the number, geographic breakdown and resources needed to support these meetings.

**D. Operational Teams**

1. Implementation Teams staffed by participating organizations will tackle important GIS infrastructure goals, such as completion of statewide framework layers of data.
2. The Program Partners Team, comprised of program managers of GIS projects programs in state, federal and local/regional agencies, will help the Council assess GIS needs and requirements.

**E. Advisory Committees**

1. The Council may establish advisory councils as needed.

**F. Meetings**

1. Member agencies will host the Council's meetings. The Council will meet at least two (2) times per year or as deemed appropriate by The Council. Locations will rotate throughout California to maximize stakeholder involvement.

**G. Decision-making**

1. The Council will be primarily an informational and coordinating body and will seek consensus recommendations. Consensus will be determined by a poll of the members present by the meeting Chair (The Council Chair or Vice Chairs). Decisions on commitment of funding and other resources ultimately rest with individual local, tribal, state and federal agencies. The Council will also develop a policy for taking advisory positions on legislation related to California's geographic information infrastructure.
2. The Council will take formal votes on internal business matters, such as the adoption of its annual budget and amendments to this charter. Each organization will have one vote, cast by their representative or his or her designated alternate. Voting will require a quorum of 51% of council members present for the vote, and two-thirds super majority will be needed for a vote to be affirmed.

**H. Staffing and Organization**

*There is no State "GIO" at this time. The Council will need to decide how it is to be staffed and funded.*

**I. Council Operations Funding**

1. *The Council will need to evaluate the issue of funding and dues.*
2. Member agencies will rotate responsibility for hosting Council meetings, assuming the convening costs of each meeting.

**Section IV – Duties**

- The Council will recommend policies, institutions and implementation strategies needed to develop and maintain California's geographic information infrastructure.
- Member agencies agree to be actively involved in Council discussions, study of issues and policy implementation through their agencies.
- The Council will prepare an implementation plan that identifies quarterly and annual objectives for implementing the California Geographic Information Infrastructure in California.
- The Council shall meet regularly to review progress in accomplishing its purpose and to revise the implementation plan as needed. The Council shall meet annually to review progress and to discuss proposals for accomplishing future goals and objectives.
- The Council will produce and distribute information pertaining to Council activities on a regular basis.

## ***Section V. - Modifications***

This agreement is to remain in effect until modified in writing by vote of The Council.

## REGIONAL GIS COUNCIL APPLICATION

**Background:** The California GIS Council Charter, adopted November 28, 2001, identified the role of Regional GIS Councils as follows:

C. 2. Regional GIS councils will review The Council's reports to provide recommendations on policy alignment with local and regional GIS needs and be a focal point for partnerships to build California's geographic information infrastructure. The number, geographic breakdown, and resources needed to support these meetings will be determined by The Council.

C. 3. The Regional Standing Committee, comprised of liaisons from California's Regional Councils, will advise The Council, The Steering Committee, and/or the Geographic Information Officer on the appropriateness of alignment of its proposals with regional priorities. The three goals listed in the Statewide Council Charter are:

1. **Planning:** To identify California's geographic information needs and priorities and to promote cooperation in meeting these needs.
2. **Collaborative policy development:** To serve as the primary forum for members to seek consensus on policies that promote development and dissemination of a comprehensive GIS infrastructure in California.
3. **Funding:** To leverage existing funding and develop new partnerships and resources to build and maintain California's geographic information infrastructure.

**Forming a Regional GIS Council:** Regional GIS collaborations may apply for designation as a Regional GIS Council. The California GIS Council has adopted criteria to guide regional groups in forming Regional GIS Councils. The duties of a Regional GIS Council are as follows:

- Adopt a charter or other governing document that promotes the California GIS Council goal of multi-jurisdictional collaboration.
- Hold Quarterly meetings and post agendas and minutes on the California GIS Council web site.
- Invite all existing local, regional, state and federal GIS users in the defined region to participate in Regional GIS Council activities.
- Appoint a liaison to be a member of the Council's Standing Subcommittee on Regions. The liaison would attend the California GIS Council meetings and Regional GIS Council Subcommittee meetings to report on GIS activities and facilitate collaboration opportunities.
- Review and comment on proposed policies of the California GIS Council.
- Develop GIS Project partnerships consisting of local, regional, state and federal GIS users.
- Post Regional GIS partnerships on the California GIS Council web site.

### **California GIS Council Actions to Support Regional GIS Councils:**

- Conduct outreach to existing collaborations
- Designate Regional GIS Councils that meet the criteria for forming a regional GIS Council
- In support of Regional GIS Councils, the California GIS Council will host a web site that will allow the Regional GIS Councils to post agendas and minutes.
- The California GIS Council The California GIS Council will receive a report after one year from the regional subcommittee noting the progress and strategies needed to ensure the entire state is covered."

### **Benefits of Participating in a Regional GIS Council:**

- Opportunity for local and regional government to participate as equal partner with the state and federal agencies
- Opportunities to work together on projects of state, local, and federal interest
- Reduced agency cost of data development
- Opportunities for data sharing
- Reduced consultant cost
- Increased productivity

**REGIONAL GIS COUNCIL APPLICATION**  
**PLEASE SUBMIT ELECTRONICALLY to the**  
**CA GIS Council's Ray McDowell ([ray@gis.ca.gov](mailto:ray@gis.ca.gov))**

1. Provide an electronic and hardcopy version of a 8.5"x11" map, that identifies the boundaries of the proposed Regional GIS Council.
  
  
  
  
  
  
  
  
  
  
2. List the existing local, regional, state and federal GIS users within the proposed Regional GIS Council boundary, including point of contact information on each participant.
  
  
  
  
  
  
  
  
  
  
3. List the local convening organization to support the Regional GIS Council collaboration, including point of contact information.
  
  
  
  
  
  
  
  
  
  
4. Appoint a liaison that will represents the Regional GIS Council as a member of the California GIS Council's Standing Subcommittee on Regions. Please include contact information.
  
  
  
  
  
  
  
  
  
  
5. Attach governing document that demonstrates compliance with the goals of California GIS Council Charter.